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Attachment A

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DIRECTORATE ANNUAL REPORT

SECTION I. DIRECTORATE LONG RANGE GOALS AND STRATEGIES

1. A statement of the overall, long range operating and management goals of the Directorate, for the purpose of placing discussion of specific DCI and Deputy Director objectives in perspective.

SECTION II. OBJECTIVES AND RESULTS

2. DCI and Deputy Director objectives will be listed and a factual status report on each provided. The Directorate need not be constrained by a specific format as prescribed for the Component Annual Report. For an objective which has been delegated to one and only one action Component, the Directorate Report may refer to the Annual Report of that Component and need not repeat or recapitulate the contents of the report, unless the Deputy Director has substantial additional or modifying comment to make. For objectives delegated to more than one Component, a synthesis or overview of total progress should be made, referring to Component Annual Reports, as appropriate. In this latter case, particular focus should be placed on integration, cooperation and mutual support of the several concerned Components.

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SECTION III. EVALUATION OF COMPONENT PERFORMANCE

3. The Deputy Director will take each Component individually and rate first performance against objectives and then the overall performance of the Component. As a minimum performance ratings will be made for all DCI and Directorate objectives. Components' objectives will be rated individually or as a group in accordance with their significance to Agency management. The rating system to be used is the five-step system as presented on page 16 of the Program Call of December 1972. This rating will reflect the subjective evaluation of the Deputy Director. The Deputy Director will, however, develop, utilize and cite such systematic reviews of Component performance as possible in order to buttress his evaluation.

SECTION IV. DIRECTORATE OUTPUT: ANALYSIS AND EVALUATION

4. The Directorate will define and identify its major categories of output and the major external customers or recipients of each category of output. It will describe measures in existence and additional steps taken to ascertain customer needs and requirements and the degree of their satisfaction. Statistical and numerical

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displays of production may be used, as appropriate, to demonstrate the results of Directorate output analysis and evaluation.

5. A narrative evaluation of production will be made, in order to prevent a "numbers game" from obscuring outstanding or high impact individual accomplishments, and in order to provide qualitative evaluation.

SECTION V. RECOMMENDATIONS

6. Same as Section V of Component Annual Report.

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